

ORLEANS TOWN CLERK  
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Approved: 4-0-0

TOWN OF ORLEANS  
HUMAN SERVICES ADVISORY COMMITTEE  
Minutes of 1/17/12  
1 pm Namequoit Room, Orleans Town Hall

**Present:** Mary Lyttle, Chair, Pam Chase, Gail Meyers Lavin, Robert Singer; **Absent:** Arlene Cohen; Myra Suchenicz, Asst. Town Administrator (ex-officio), Margie Fulcher, Board of Selectmen liaison.

The meeting was called to order by the Chair at 1:05 pm. **Motion to accept the Minutes of November 29, 2011** as revised was made, seconded and voted unanimously 4-0.

The committee briefly continued its discussion of the new application and process, and Mary felt that there was too much paper being sent. It was agreed by consensus that next year there should only be two spreadsheets – the 3 year historic worksheet, with how many Orleans residents served, etc. after it is updated from the Summary Sheets, and a blank voting worksheet, also used to ensure that each question has been answered sufficiently and all required information completed to the committee's satisfaction. Gail apologized and said she would not repeat any email attachments unless requested.

Using the Draft Worksheet FY 12-13, each member present reported on or confirmed the additional information needed to fill in the blank cells, based on this year's application. Attached is the worksheet with that data included, and the remaining highlighted yellow cells will be completed at the next meeting. The Chair said that she would visit Arlene, who had a medical absence. **Gail moved that if Arlene was unable to attend the next meeting, she should be able to participate by telephone. It was seconded by Pam and voted unanimously 4-0.**

**The next meeting was scheduled for MONDAY, JANUARY 23rd, 2012 at 1:30 pm.**

**Motion to adjourn** was moved and seconded and voted unanimously at 2:30 pm.

Submitted by:

  
Gail Meyers Lavin, Clerk